GUIDELINES FOR DOING RESEARCH, RECORDING OR OBSERVATION

We appreciate your interest in doing research here. These guidelines explain our procedures and requirements. Our procedures are simple to accomplish and should require a minimum of effort for you to get started working with our community.

About the Lemberg Children’s Center

Lemberg Children’s Center is a separate, not-for-profit educational corporation located at Brandeis University on Old South Street near the Rabb School of Continuing Education. It is our mission to provide the highest quality child care for young children, to support parents (or guardians) with their responsibility to educate and care for their children in safe and positive learning environments, and to support the development of teachers and researchers dedicated to scholarship for inclusion, peaceful problem-solving, and communal happiness.

Our day care program operates five days a week for currently up to 70 children two months to 7 years. Drawn from all sectors of the Brandeis community and from Waltham and neighboring towns, our children’s families have diverse social and ethnic backgrounds. More than 40% of the current children speak a language other than English at home.

The Center is currently being reaccredited by the National Association for the Education of Young Children (NAEYC) and licensed by the Massachusetts Department of Early Education and Care. Boston Magazine awarded us a “Best of Boston” in its article “Boston’s Best Schools”. Our head teachers are mentor teachers with advanced degrees in early childhood education and all have extensive experience. Our adult to child ratio is 1 to 5 in preschool, 1 to 3 for infants and toddlers. [See www.brandeis.edu/lemberg for details].

Our parent education program is funded by the American Psychological Association. The Center is funded by the APA as its Northeast Regional Training Center for the program ACT Raising Safe Kids a violence prevention program designed with the NAEYC.

Our teacher education program is the early childhood education program of the Education Department of Brandeis University.
About Research & Observing

Research conducted at the Center is of three types:

1) Projects designed to advance current knowledge in the fields of developmental psychology, child and family public policy, educational methods and early childhood education (usually initiated by Brandeis graduate students or faculty members)

2) Projects conducted by students that engage the children or their parents as subjects but primarily serve to provide the student with research experience.

3) Observation of the children or staff during activities for the purpose of learning more about young children, our classroom environment or our teaching & instructional methods.

The parents and staff of Lemberg feel that the study of children is important and can have direct or indirect benefits for our program. We entertain a limited number of research proposals each year that involve either the neutral observation of children at their regular activities or the presentation of age-appropriate tasks that encourage the children to express themselves as individuals and feel good about themselves. Inappropriate for research at Lemberg are experimental designs that include activities which may promote severe anxiety, encourage negative behaviors among the children, or those in which the staff feel are insensitive to the children’s diverse family backgrounds.

All applicants must be able to guarantee the anonymity of the child, teacher or parent subjects when discussing the research in reports or papers presented for class, or public review. Observations may not require individual parental consent, however ones that require recording, video, photographs or individual interviews do.

What follows is specific information for each type of observation or study.

• Those wishing to only observe at the center or instructors arranging for their students to observe, please read page 3 and Appendix I.

• If you want to do a research investigation please read page 5 and read appendices I, II, III.

• If you are an observer who also wishes to make a sound or visual recoding please read at page 3 and then complete the Application for Recording (Appendix IV) and adapt Appendix V: Sample Consent Form for your needs. It will need approval from the Executive Director, his designee, our Director of Staff Development & Scheduling, before distribution.
REQUIREMENTS FOR OBSERVERS AND RESEARCH INVESTIGATORS

How to arrange an OBSERVATION for a course or other educational purposes:

Most of our classrooms have one-way mirrors for observing from outside the space, and we encourage observations from within the classroom as well as participant observer interactions. We prefer to limit the number of observers in any one space to four. This means that classes with more than 24 observers are best scheduled in sections. Exceptions can be made. The observer, researcher, or his/her supervisor or course instructor must make arrangements for the observation with our Executive Director, Howard Baker, or his designated cooperating head teacher or Program Director.

To do this, please contact Howard Baker by email: baker@brandeis.edu or call 781-736-2200. You will be asked to supply a brief letter or email explaining the purpose or goals of your observation and also assure us that those you observe will be given anonymity unless you have written consent from the individual to publish your data or communicate about them by name. Failure to do so is subject to prosecution.

Your letter or email may simply state:

• Your name and contact information, the purpose of the study and whether you wish to observe or be a participant observer. (POs are people who wish to engage in activities with children. POs who wish to observe more than once need maybe asked to meet additional requirements, such as have a background check and fingerprinting and /or to fill out our Employment Application available at our website in menu: Job Opportunities.)

• That the observer guarantees the anonymity of the children & teachers observed in any written material, including information shared verbally with a class or professor.

• That the observer guarantees that s/he will not photograph, videotape or tape record while observing unless permission to do so has been given. For this, you will need to use Appendix IV: Application for Recording and Appendix X: Sample Letter for Consent to use sound or image recording.

Please read before your observation: Appendix I: Information for When You Observe.
Course Instructors; Additional Information

If you are a course instructor wishing to arrange observations for a number of students in your class you will be asked to use a schedule form such as the one below in which students post their name & email address. Additionally please supply your students with Appendix I: Information for When You Observe in the Classroom. Additional information for your students about our programs including many curricular resources for teachers are found at www.brandeis.edu/lemberg

SAMPLE: PreSchool Observation Sign-up Chart

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</table>
How to arrange a RESEARCH INVESTIGATION that includes Individual or Group Interviews.

Investigators who wish to have the participation of individual children, parents, college students, employees and/or our colleagues at other child care programs should start by contacting Howard Baker by email: baker@brandeis.edu or phone: 781-736-2200. You will be asked to submit Appendix IV: Application for Doing Research and supporting documents.

When doing a research study that involves interviews, the Center requires approval by a university committee on the use of human subjects and by the Lemberg Research Review Committee. Additionally those doing the actual interviews with children are required to know the children sufficiently well to effectively gather the data desired. This means that prior to administering the study questions; the interviewer should spend 20 hours as a participant observer with children in the classroom. When this is not possible, the principal investigator may solicit a current teacher at the Center to do the interviewing or to be present during the entire interview.

To begin the Investigator will need to supply us with:

- Our completed Application for Doing Research (see Appendix IV).
- A description or summary of the proposed research, which highlights any risks for the subjects and safeguards for the subjects’ rights.
  - This will require the investigator to submit the proposal and research questions to the Director of Sponsored Programs at Brandeis University MS116 or to a similar authority for review of procedures consistent with standards for working with human subjects.
  - Include information about what will happen with the data when the study is completed and if a copy of the final paper or publications will be sent to the Lemberg Children’s Center. Additionally state whether the investigator will be available to present the results and implications to the Lemberg teachers or community and if there is an honorarium or gift stipulation in the research as proposed.
• A copy of the complete research proposal or a copy of the part of the research proposal that pertains to the study to be done with the Lemberg Children’s Center.

• A copy of the protocol or detailed information about the experimental situation, including examples of any materials or questionnaires to be used in the research including a statement that the child may leave the interview when wishing to do so.

• Prior to beginning interviews we require the approval document from a Committee on the Use of Human Subjects.

After reviewing these materials, a Lemberg Research Review Committee member will meet with the applicant to discuss aspects of the research, the final approval process and if approved, the dates and times for the investigation.

How to Arrange for an Interviewer to do Participant Observer Hours:

All investigators doing interviews with children should have experience with the child or children. Consequently we required each interviewer to have completed 20 hours (usually within a two week period). This is necessary to ensure that the child is at ease with the interviewer, and knows he/she can end the interview when desired. It also helps the investigator to get better data and responses. Many studies find that anxious children don’t perform well and the child is more likely to not complete the tasks. The PO should:

• Arrangement for this work experience with our children is made with the Director of Staff Development & Scheduling, Karen Eichenlaub eichen@brandeis.edu or at lembreg@brandeis.edu. She will try to arrange PO shifts for 10 hours per week over two weeks.

• Download and READ prior to one’s first visit, our staff orientation guides, most particularly, Program Philosophy and Classroom Management Orientation Guide. This is available at http://www.brandeis.edu/lemberg/employees/orientation.html
Guidelines for Conducting the Interviews at Lemberg with Children

Individual or group interviews with the children occur during times approved by the Executive Director, Director of Staff Development & Scheduling or the child’s head teacher. This way the children do not miss activities nor have their daily routine significantly disrupted.

When a child is to leave the classroom or leave a head teacher’s care, the child’s head teacher transitions the investigator and the child. The investigator and the Lemberg Center staff will honor a child’s wish to not participate or wishes to end participation before completing the interview session. No single interview of a child should last for longer than 30 minutes. A Lemberg teacher may observe or s/he will check on the child from time to time to see that the child desires to continue with the study tasks and that s/he is appropriately supervised during each session.

Information for those who wish to have voice or personal image recording of children and/or adults

If your project requires you to take photos, videos or record voices of children or adults you will need to get permission. In some cases, such as a photo of a group of children for personal use, a simple request to the Executive Director or Head Teacher will be sufficient. You will be told which children cannot be photographed. However those wanting visual images or voice recordings to study must make this clear in the research proposal and specifically ask for parental permission. If you wish to make a film for a class or professional use you will need to get parental permission and submit Appendix VI Application for Recording (Video, Photo and/or Audio). You will also find a sample letter for requesting parental consent is Appendix VII. You may adapt this for your needs and have it this letter approved for distribution to our community. You will also need written consent from any adults you wish to be filmed, photographed or interviewed for a voice recording.
APPENDIX I
INFORMATION FOR WHEN YOU OBSERVE IN OUR CLASSROOMS

We are happy to have you observing for a class or for learning more our program and our children. Prior to coming you may find our website helpful for getting background information our methods and children. You can also find brief staff bios with photos to help you recognize us when you come. Please, please read these guidelines.

1. Please do not take photos, or record a child or children with any electronic or video device without prior permission. To get this release prior to your visit, contact our director, Howie Baker baker@brandeis.edu. In some circumstances recording a child will require permission from parents.

2. Information gathered during your observation is confidential. Please do not discuss your observations of the children in public spaces where anonymity might be compromised. When writing or speaking about the children observed, please identify them by a pseudonym, such as their first initial or some other made up identifier.

3. Dress casually and neatly. Dress knowing that you will be with young children in a school where paint and clay are frequently used. You may also observe while the children are outside and you should have on clothing that will keep you comfortable for doing this for 45 minutes or more.

4. On the day you are scheduled to observe, please arrive on time. If you will be delayed or unable to attend email Lemberg@brandeis.edu or call our office (781-736-2200) and leave a message.

5. The Lemberg Children’s Center’s doors are always locked. Our main & only entrance is on Old South Street and it requires a staff member to open the inner door for you. If necessary, in the entry there is a phone with directions to gain access. Please sign-in as a visitor and one of us will bring you to meet the Head Teacher in whose classroom you will start your observing. S/he will show you where to put your coat and bags, as well as help you find an appropriate place from which to observe. S/he will give you an information sheet with classroom demographical information.
6. When we know the goals of your observation, we will show you our observation windows, suggest a place in the classroom to sit apart from activities, or put you with a group, so you maybe a participant observer engaged in activities.

7. During your observing time, the head teachers will be busy with the children, supervising teaching assistants or speaking with parents. They may not be able to speak with you for more than a moment. If you would like to clarify something, please keep this brief. To do an interview one of them, please arrange for this with our office staff, Karen eichen@brandeis.edu or Howard <baker@brandeis.edu> or call 781-736-2200.

8. During the observation, when a child approaches you and asks who you are and what you are doing, please keep it brief and simple. Tell the child that you are here to learn about their classroom, and you will be writing notes. If a child asks you to help him/her with something (e.g., tie their shoe, put on a coat, pour their drink), if you can do so without disrupting your observation that’s fine, but it is usually best to direct them to their teacher or teaching assistant (TA).

Welcome to the Lemberg Children’s Center.
APPENDIX II
APPLICATION FOR DOING A RESEARCH INVESTIGATION

Name_______________________________ Date_______________________
Affiliation________________________ Phone_________________ E-Mail______________

1. This Investigation is for:
   Course Requirement* ____, Graduate Requirement____ Professional Interest_____  
   *If a Course Requirement: Name of Instructor: _________________ Email:______________

2. Brief Description of Study:

3. Has a Human Subjects Committee approved your protocol or investigation? Yes  No
   If yes please attach a copy of the approval document.
   If not, have you applied for approval? Yes  No
   (Studies requiring interviews require approval by an ethic committee assigned this
   responsibility at a university or research institute.)

4. Requested dates for collecting data at Lemberg ______________________

5. What will your study require of participants? (e.g., Observation, individual or group
   testing, questionnaires to parents)

6. Will your subjects be children __  teachers ___  and/or parents ____

7. Amount of time required per subject____

8. Number of subjects needed____

9. What are the required characteristics of subjects (e.g., ages, gender, home language, race, income)

10. Will the study require voice or personal image recording? Yes  No

11. Is there any funding provided for the study to provide an honorarium? Yes  No
    If Yes, Source__________  Amt. for subject payment______________

12. Do you agree to send us a copy of your completed study and publication that include
    data received from the Lemberg community? Yes  No
    Approved ______________________________- Executive Director  Date ____________

                                   _______________________- Research Review Representative
Dear Parent(s),

I am a ______ student in the ________ at Brandeis University working under the guidance of __________. I am writing to tell you about a research project, which I will be conducting at the Lemberg Children’s Center that has been approved by Howard Baker and to ask for your written consent to have your child participate in this project. The dates that I may do interviews for my research will be ___________.

(Goals of your research)

My research will examine children’s ability to discriminate among adults on the basis of their physical appearance, as well as children’s assumptions about the behavior of individuals who vary in physical appearance (for example, hair color, height, or weight). This research follows up on an earlier study I did for my Master’s degree, which examined college students’ ability to discriminate among individuals on the basis of their appearance and their tendency to attribute behavioral qualities on the basis of a person’s appearance. I want to extend my earlier work to young children as I feel it is very important to understand the developmental sequence of a person’s to accurately perceive emotions and expressions.

(How parents can reach you and where to download detailed information about the study).

The details of my study including a detailed description of the experimental procedure and questions to be asked are available in the Lemberg office and can be downloaded as a PDF from the Parents home page of the Lemberg website. If you have any questions, comments, or criticisms, I will be happy to speak with you at your convenience. You may email me at _____@brandeis.edu. Please complete the attached consent form even if you do not wish to have your child participate and return it to envelope on the bulletin board in the lobby.

Thank you for your consideration.
Sincerely,
Your name and Contact information

Consent Form

I have read a description of the research project being conducted by ___(name)______, on_____(date)_______ at the Lemberg Children’s Center and

___ I GRANT PERMISSION for my child to participate if s/he indicates a willingness to do so and may end his/her participation at any time during the study. In addition, I understand that anonymity and confidentiality are assured.

___ I do not wish my child to participate in this study.

Name of Child(ren): ______________________ Date: ____________________

Name of Parent: _____________________ Signature ____________________
APPENDIX IV

Application for Recording (Video, Photo and/or Audio)
This form is used when the applicant has not used Appendix II: Application for a Research Investigation

Name________________________ Date__________________

Affiliation____________________ Phone_______ E-mail _________________

1. Brief Description of Purpose: (a copy of the full proposal should be enclosed)

2. Is there any funding provided for the production/recording?
   No_____ Yes_____ Source _______
   Amt. for subject payment_______________

3. Requested dates for recording at the Center_______________________

4. Description of planned activities:

5. Amount of time required per subject/group_________________________

6. Number of subjects needed_______ Characteristics of subjects (ages, gender, home language spoken, race, etc.)

7. Special requirements: (These include the kind of cooperation needed of a staff member, change of daily routine, need to leave Center, etc.)

8. Expected date of delivery of a review copy of the recording_______________

Approved ________________________-Executive Director
APPENDIX V.
SAMPLE PARTICIPATION REQUEST AND CONSENT FORM - SOUND OR IMAGE RECORDING
[YOUR LETTER HEAD]

Dear Parent (or Teacher):

Howie Baker, the Executive Director has given approval for me to videotape children at the Center as long as you provide consent for your child to participate. I would like to record interviews with your child for the show on viewing. I hope that you will give permission for your child to participate. Our crew will be videotaping on a single day between November 4 and 12.

Our interviewer, _________, worked as a TA during ______ school year. His goal with this filming is to compile a piece in keeping with the spirit of the popular Bill Cosby show, “Kids Say the Darnest Things.” _______ will be doing the filming at story and activity time.

A copy of the script to be used is available in the classroom for you to review. Please complete the attached consent form and return it to your child’s head teacher by November 4. I can also be reached to answer your questions at ______@brandeis.edu or phone: ________________.

Thank you for your consideration.

Sincerely,

__________

Consent Form.

I have read a description of the filming being conducted by Brandeis TV between November 4 and 12 at the Lemberg Children’s Center.

I (please circle) GRANT / DO NOT GRANT permission for my child to participate but only if s/he indicates a willingness to do so at the time of filming and may end his/her participation at any time during the filming. In addition, I understand that this filming is for use on Brandeis TV and maybe used without my additional approval for other public viewing or sale.

Date: ____________ Parent Name: _______________________________________
Name of Child(ren): ________________________________________________
Signature of Parent or Guardian: ________________________________
Other Sample Research Requirements from Other Universities

PHOTOS

As an employee of Campus Children’s Center, we understand that you may wish to take photos of the
children you work with in order to record your time with the center or for educational/professional reasons.
As photos of children are considered confidential, it is required that you receive permission from the
children’s families prior to any photos or video taken of the children (this includes photos/videos taken with
phones). You must first receive permission from the Center director. After permission is granted from the
Center director, to request photo permission from families you must write a letter sharing that you would like
to take photos/video and the way with which you plan to use these photos (this must be explained very clearly
and specifically) and include a space where the family states that they give permission or do not give
permission. A family/guardian signature is required. One copy of the permission goes to the family, one goes
to the center, and you may keep the original. Additionally, you will be required to sign a Photo Permission
Privilege Policy Form stating that you will only use the photos in the manner with which you communicated
with families and that you will not post photos/videos of Campus Children’s Center children on social
networking sites (such as, but not limited to, facebook, MySpace, YouTube...) and websites. When photos are
being taken, you may only take photos of those children whose parents have given you permission to do so.

IU Campus Children’s Center

Photo Permission Privilege Policy

I have recently received permission from Campus Children’s Center families to photograph their children for a
class assignment, professional portfolio, or other educational/professional reason. I understand that this
permission is a privilege and I agree to not abuse this privilege. Thus, I agree to only use the photos/video in
the manner with which I disclosed to families and I will not post any photos/videos of children from Campus
Children’s Center on any social networking sites (such as, but not limited to, Facebook, MySpace, YouTube...) nor on any websites (unless these were specifically indicated in the permission forms that I received from
parents). I understand that if I do use the photos/video in a manner with which I do not have permission, I
may be subject to legal action taken by the family and/or Campus Children’s Center.

__________________________________________
Signature Date

__________________________________________
Cooperating Teacher Signature (if applicable) Date

__________________________________________
Director Date

Original is kept in Photo Permission Privilege Policy file in the office

A copy is given to the individual taking photos
Sample letter for requesting permission to take photos

Dear Families;

My name is ______________________ and I am a (insert here student teacher, practicum student, classroom observer, researcher…) participating in your child’s classroom. As part of my (classroom assignments, professional portfolio, research…), I need to document my time and experiences in the classroom through photographs. Thus, I am requesting your permission to take photos of your child for this (project…).

Please read the following options below and mark what you are comfortable with:

____I give permission for my child’s photo and name to be used as described in this letter
____I give permission for my child’s photo only to be used as described in this letter
____I do not give permission or my child’s photo or name to be used as described in this letter

Child’s Name (printed)
Parent/Legal Guardian Name (printed)______________________________

Parent/Legal Guardian Signature _________________________________  Date________

Thank you for your assistance.

Sincerely,